

**ORGANISATION WORK PROGRAMME 2022/23  
TUESDAY AT 10:00 AM**

**CHAIR: Cllr S Clough    VICE CHAIR: Cllr M Emmens**

| <b>MEETING DATE</b> | <b>AGENDA ITEM</b>                 | <b>SCRUTINY ACTIVITY</b> | <b>WHAT IT WILL COVER</b>   | <b>UPDATE/COMMENTS</b>  |
|---------------------|------------------------------------|--------------------------|---|---|
| <b>19 July 2022</b> | Remit of the Committee             |                          | <ul style="list-style-type: none"><li>• Briefing on Scrutiny:<ul style="list-style-type: none"><li>- Setting the scene</li><li>- The terms of reference of the Committee</li><li>- How the Committee operates, ways of working - Discussion</li></ul></li></ul> | Damon Stanton – Senior Scrutiny Officer/<br>Committee Members |
|                     | Selection of Scrutiny Review Topic | Review                   | <ul style="list-style-type: none"><li>• To consider suggestions for review and select a topic for the Scrutiny Review</li><li>• Consider what we want to look at</li><li>• Consider stakeholders who we want to see</li></ul>                                   | Committee members   |
|                     | Review Report                      | Review                   | <ul style="list-style-type: none"><li>• To agree the Scrutiny Review Report</li></ul>   | Committee   |

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|                                   |   |                                  | – ICT & Transformation   | Senior Scrutiny Officer  |
|                                   | Draft Work Programme  | Consultee, monitor and challenge | <ul style="list-style-type: none"> <li>To consider the draft work programme for the year and any suggested items for inclusion</li> </ul>    | Committee Members/<br>Damon Stanton – Senior Scrutiny Officer  |
|                                   | List of key decisions   | Consultee, monitor and challenge | <ul style="list-style-type: none"> <li>To consider the Forward Plan of Executive Decisions</li> </ul>  | Damon Stanton – Senior Scrutiny Officer  |
| <b>06 September 2022 (at 3pm)</b> | Annual Report of Human Resources and Organisational Development | Monitor and challenge            | <ul style="list-style-type: none"> <li>➤ Organisational Development</li> <li>➤ Apprentices</li> <li>➤ Question and Answer Session</li> </ul> | Human Resources Manager<br><i>Accepted</i>   |
|                                   | Scrutiny Review 2022/23   | Review                           | <ul style="list-style-type: none"> <li>➤ Scoping of Review including scene setting – Planning Enforcement</li> </ul>                         | Richard Purcell – Assistant Director of Planning<br><br>Ken Eastwood – Assistant Director of Environmental Health<br><br>Cllr Charlotte Cupit – Deputy Leader & Portfolio Holder for |

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|                         |                         |                                  |  | Environmental Services  |
|                         | List of key decisions   | Consultee, monitor and challenge | <ul style="list-style-type: none"> <li>To consider the Forward Plan of Executive Decisions</li> </ul>                                    | Damon Stanton – Senior Scrutiny Officer   |
|                         | Scrutiny Work Programme | Consultee, monitor and challenge | <ul style="list-style-type: none"> <li>To consider the Committees’ work programme</li> </ul>   | Damon Stanton – Senior Scrutiny Officer   |
| <b>15 November 2022</b> | Working from home       | Monitor and challenge            | <ul style="list-style-type: none"> <li>To receive an update on plans for Mill Lane (in respect of agile working)</li> </ul>              | Damien Johnson – Assistant Director of Property, Estates & Assets <b>Accepted</b>                             |
|                         | Staff vacancies         | Monitor and challenge            | <ul style="list-style-type: none"> <li>To discuss the agile working policy, staff turnover, and vacancy rates at the Council</li> </ul>  | Sara Gordon – HR & OD Manager <b>Accepted</b>   |
|                         | Scrutiny Review         | Review                           | <ul style="list-style-type: none"> <li>To receive a report outlining Planning Enforcement procedures and multi-agency working</li> </ul> | Richard Purcell – Assistant Director of Planning<br>Ken Eastwood – Assistant Director of Environmental Health |
|                         | List of key decisions   | Consultee, monitor and challenge | <ul style="list-style-type: none"> <li>To consider the Forward Plan of Executive Decisions</li> </ul>                                    | Damon Stanton – Senior Scrutiny Officer   |

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|                        | Scrutiny Work Programme | Consultee, monitor and challenge | <ul style="list-style-type: none"> <li>To consider the Committees' work programme</li> </ul>   | Damon Stanton – Senior Scrutiny Officer                          |
| <b>24 January 2023</b> | Scrutiny Review         | Review                           | <ul style="list-style-type: none"> <li>Approval of Project Plan</li> <li>Approval of Timetable</li> </ul>  | Damon Stanton – Senior Scrutiny Officer<br><br>Committee Members |
|                        |                         | Review                           | <ul style="list-style-type: none"> <li><u>Interviews</u> <ul style="list-style-type: none"> <li>10:00 – Graeme Cooper &amp; Phil Slater – Principal Planning Officers (NEDDC)</li> <li>10:40 – Cllr C Renwick – DCC Portfolio Holder for Infrastructure &amp; Highways, David Arnold – Assistant Director – Regulatory Services (DCC), Justine Proudler – Planning Enforcement – Minerals &amp; Waste (DCC)</li> </ul> </li> </ul> |  |
|                        | AV equipment            | Consultee, monitor and challenge | <ul style="list-style-type: none"> <li>To receive a progress update on the procurement and installation of new AV equipment in the Council Chamber.</li> </ul>   | Jayne Dethick – Director of Finance & Resources and S151 Officer |
|                        | List of key decisions   | Consultee, monitor and challenge | <ul style="list-style-type: none"> <li>To consider the Forward Plan of Executive Decisions</li> </ul>  | Damon Stanton – Senior Scrutiny Officer                          |

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|                      | Scrutiny Work Programme | Consultee, monitor and challenge | <ul style="list-style-type: none"> <li>To consider the Committees' work programme</li> </ul>                                       | Damon Stanton – Senior Scrutiny Officer             |
| <b>14 March 2023</b> | Scrutiny Review         | Review                           | <u>Interviews</u> <ul style="list-style-type: none"> <li>10.00 – Julian Hawley – Principal Planning Enforcement Officer</li> </ul> |   |
|                      | Rykneld Homes           | Monitor and challenge            | <ul style="list-style-type: none"> <li>To receive an update on Rykneld Homes</li> </ul>  | Lorraine Shaw – Managing Director Rykneld Homes Ltd |
|                      | Scrutiny Review         | Review                           | <ul style="list-style-type: none"> <li>Triangulation of evidence – Scrutiny Review</li> </ul>                                      | Committee Members                                   |
|                      | List of Key Decisions   | Consultee, monitor and challenge | <ul style="list-style-type: none"> <li>To consider the Forward Plan of Executive Decisions</li> </ul>                              | Damon Stanton – Senior Scrutiny Officer             |
|                      | Scrutiny Work Programme | Consultee, monitor and challenge | <ul style="list-style-type: none"> <li>To consider the Committee's Work Programme</li> </ul>                                       | Damon Stanton – Senior Scrutiny Officer             |
| <b>18 April 2023</b> | Human Resources Update  |                                  | <ul style="list-style-type: none"> <li>To receive an update on Human Resources – Sara Gordon – HR&amp; OD Manager</li> </ul>       | Sara Gordon – HR& OD Manager                        |

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|  | Draft Scrutiny Review report      | Review                           | <ul style="list-style-type: none"> <li>To agree the draft report for Scrutiny Review</li> </ul>                                     | Committee Members                       |
|  | Monitoring of O&S recommendations | Monitor                          | <ul style="list-style-type: none"> <li>To monitor the implementation of previous committee and review recommendations</li> </ul>    | Damon Stanton – Senior Scrutiny Officer |
|  | List of key decisions             | Consultee, monitor and challenge | <ul style="list-style-type: none"> <li>To consider the Forward Plan of Executive Decisions</li> </ul>                               | Damon Stanton – Senior Scrutiny Officer |
|  | Scrutiny Work Programme           | Consultee, monitor and challenge | <ul style="list-style-type: none"> <li>To consider whether the Committees' work programme has been completed at year end</li> </ul> | Damon Stanton – Senior Scrutiny Officer |